

FINANCE & UTILITY COMMITTEE MEETING
Wednesday, September 19, 2018, 6:00 PM

The Committee meeting was called to order at 6:00 p.m. by Mayor Jeff Snoots. Those present included: Mayor Jeff Snoots, Council Member John Dayton, Council Member Tom Smith, Citizen Rep Carroll Jones, Citizen Rep Trisha Caruso, City Administrator David Dunn, City Clerk Carrie Myers, Public Works Director John Gerstner, Chief of Police Milt Frech; Planning and Zoning Administrator Bruce Dell; and Accountant Rich Marshall.

- Swear In New Citizen Member – Trisha Caruso

Mayor Snoots swore in Trisha Caruso as the new citizen representative for the committee.

- Tuition Reimbursement for Employees

Dave and Milt discussed the possibility of adding tuition reimbursement back into the budget, as one police officer has inquired about this option. Consensus of the committee is to allow up to \$500/semester/employee; moving \$1,000 into this line item at this time. Department Heads were instructed to let their employees know of this option. If more are interested, more funding can be moved around in the budget to accommodate.

- Potential East H Street Land Sale

Staff received a request to purchase this lot on East H Street. Dave stated the City mows the lot, but does not use it for any purposes. The City would have to abandon our right-of-way, and the purchaser would provide us with a 10' easement. Dave discussed the procedure to accomplish this sale: the Council would vote on a resolution to abandon and sell the property, an official building lot would be declared, then staff would advertise the sale appropriately by State of Maryland standards. The advertisement would take place in the Citizen, the City website, the City Facebook page, and through a notice posted directly at the site. Consensus was to move this item to the Mayor and Council.

- Invoice Approval for Property Demolition

The Council previously approved demolition of two dilapidated structures at 220 East A Street. Eric Moore General Contractors provided an estimate of \$16,000 to accomplish this work. Staff discussed this amount would be placed as a tax lien on the property. Consensus was to move this items to the Mayor and Council.

- Sidewalk Loan Applications/General Sidewalk Discussion

Staff has received two applications to the sidewalk loan program so far. Both applications are not standard sidewalk replacements. Both have issues with the curb and gutter and one has a retaining wall that has been installed on top of the pavement. A lengthy discussion ensued about sidewalks in general including the following items:

- The Code of Ordinances says that curb and gutter installation is the City's responsibility when a sidewalk is replaced. It was determined that Public Works could make the call, with final approval by the Mayor, on whether curb and gutter should be updated on a case by case basis for each application to the loan program at the City's expense.
- John Gerstner asked to have applicants to this program sign some type of agreement that holds the City harmless should something be damaged during the removal process of these sidewalks.
- Dave discussed that Code Enforcement is ready to begin an assessment of all City sidewalks to develop tiers of importance for replacement. "Health and

Safety” sidewalks would be in the first tier. Residents would be cited and given 30 days to sign up for the City’s sidewalk loan program. If residents are non-compliant, the normal fine process would ensue, with a maximum of \$1,000 fines to be collected by a tax lien on the property. The City would then pay a contractor to complete the sidewalk replacement, and that cost would also be attached as a tax lien.

- Addresses already included as part of the Phase 1 Safe Routes to School Project would be exempt from this process.
- Bruce asked if the City was going to require any type of surety from the contractors completing these sidewalk replacements, which lead to the idea that the City would RFP sidewalk replacements to one or two designated contractors, rather than having the homeowners get their own bids. This option would be easier on the City and would potentially allow better bulk purchasing rates.

Consensus of the committee was to hold off on approving these two sidewalk applications at this time, and to move this item to the Mayor and Council.

- Stormwater/MDE Discussion

Dave discussed staff’s meeting with MDE representatives about stormwater issues in Brunswick. There are several options of assistance programs we can put together to help homeowners with stormwater issues. Dave will bring some options to a future Council Meeting for discussion.

John discussed the need to make permanent fixes at 314 Petersville Road and 3rd Avenue/A Street, where temporary fixes were put in place during floods. John would like to have an engineer look at 314 Petersville Road and hire a contractor to complete this work. The Mayor asked for specific details of these projects, as he will forward requests on to the State officials who are offering help. The Mayor also discussed having spoken with Governor Hogan regarding the clean-up of CSX culverts.

- Public Works Stormwater Yard Repair – Engineering Services

This proposal is only for \$9,000, so the Mayor has authority to approve, however, Dave feels the general public should be made aware of this project. This amount can be claimed with our FEMA reimbursement. Consensus was to move this item to the Mayor and Council.

- West End Stormwater Management – Engineering Services

This proposal is only for \$5,000, so the Mayor has authority to approve, however, Dave feels the general public should be made aware of this project. This amount can be claimed with our FEMA reimbursement. Consensus was to move this item to the Mayor and Council.

- Auditor’s Request for FY18 Audit Extension

Dave discussed Michelle Mills’ request to seek an audit extension due to her staff’s time constraints. Consensus is to allow filing the extension if necessary.

- FY19 Finance Reports

Brief discussion about finance reports.

The meeting adjourned at 7:30 pm.

-Prepared and submitted by Carrie Myers